

Lassen National Forest Recreation Residence Permit Holder – Application for Approval
REQUEST FOR ADDITIONAL IMPROVEMENTS OR MODIFICATIONS TO PERMITTED IMPROVEMENTS

It is a requirement of your permit that you obtain approval from the Forest Service authorized officer **BEFORE** starting any work that involves “...changes, modifications, or improvements to the exterior of the recreation residence building, outbuildings or to the lot or its environs...”

NO WORK MAY BE CONTRACTED OR STARTED UNTIL PERMIT HOLDER RECEIVES WRITTEN FINAL APPROVAL FROM THE DISTRICT RANGER.

TO BE FILLED OUT BY PERMIT HOLDER

Permit holder name: _____

Tract / lot # or physical location description: _____

Holder permanent address: _____

Phone number(s): _____ e-mail address: _____

Reason for request and detailed description of proposed work: _____

Attach supplemental information, drawings and photos to fully explain your proposal.

Permit Holder Signature: _____ Date: _____

PROCESS: PRIORITIZATION AND TIME-FRAMES

OPEN SEASON: Permit holders may submit requests only during to the **OPEN SEASON** dates listed below.

DETERMINATION OF PRIORITY LEVEL: The Forest Service will determine the priority level based upon the information received for each proposal, and will prioritize staff time and respond accordingly. If a permit holder submits a proposal as a high priority that is denied as high priority, the proposal may be resubmitted during the next **OPEN SEASON** for Medium or Regular priority levels.

PRIORITY	PRIORITY LEVEL DETERMINATION	OPEN SEASON to submit proposals	FS RESPONSE TIME-FRAME
High	To remedy imminent risk to your improvements; to repair damage caused by a fire, tree fall, flood; to address imminent safety or health hazard that unless addressed, would render the recreation residence unusable. Example: a leaking, deteriorating roof.	Proposals may be submitted any time.	Each proposal will be addressed as soon as possible, in order of imminent need.
Medium	To address a developing resource problem, such as erosion, insect and disease-affected trees, fuel build-up, potential safety or structural integrity issues, a septic system that is starting to fail.	Proposals may only be submitted Sept 1 –March 31 each year.	FS review may not occur until the following summer. Proposals will be addressed in order of need and staff availability.
Low	To increase comfort, expand capacity, enhance enjoyment....	Proposals may only be submitted Sept 1 –March 31 each year.	FS review most likely will not occur until the following summer. Proposals will be addressed as per staff availability which may take up to a year or more.

Factors that will affect how quickly we process your proposal:

1. Level of priority
2. Complexity of the proposal
3. Completeness of the proposal description
4. Eligibility of the cabin and tract for the National Register of Historic Places

Proposals/projects that require more than 50 hours of FS administrative time to process/monitor will be subject to Cost Recovery Regulations (36 CFR part 251).

PROJECT TRACKING – FOREST SERVICE USE ONLY

☐ **PRELIMINARY REVIEW by district ranger (authorized officer)** for analysis of proposed action(s) to proceed, date: _____

List any preliminary conditions/ concerns per District Ranger: _____

Forest Service Priority Level: _____

☐ All required documentation received

☐ Need the following additional documentation or explanation:

Check any applicable, essential specialist input:

☐ Fisheries Biologist or Hydrologist (for projects that may affect streams, lakes or riparian zones): _____

☐ Sensitive Plant Specialist (for ground disturbance): _____

☐ Survey for Invasive Weeds (for ground disturbance): _____

☐ Archeologist (for cultural clearance or structures potentially historic and eligible for NRHP): _____

☐ Wildlife Biologist (for endangered species impact review): _____

☐ Other specialist reviews needed or permit requirements: _____

Permit Administrator recommendations, issues, and any other conditions (such as need for a Cost Recovery agreement):

FINAL DECISION by District Ranger

☐ **APPROVAL** – Proposed actions, along with list of constraints, requirements and conditions are approved. Include requirement for holder to submit “after” photos and updated plot plan when project is completed.

☐ **DENIAL** - reason(s) for denial

NOTIFICATION TO PERMIT HOLDER OF FINAL DECISION

☐ Notification of District Ranger decision sent to permit holder on date: _____ by (means) _____

☐ If proposal was DENIED, holder was notified of appeal rights